

APPLICATION FORM (TIPS4 / A)

Admission to a Torbay school (in year)

Complete this form if you are applying to one or more of the following schools:

Primary Schools

Barton Hill Academy - Ellacombe Academy - Ilsham Academy - Warberry Primary

Secondary Schools

Churston Ferrers Grammar School - St Cuthbert Mayne RC/C of E School

Torquay Boys' Grammar School - Torquay Girls' Grammar School

When you have completed it, return directly to the school.

*If you want to apply for any other school in Torbay, please complete **TIPS4 B**. This is available on Torbay Council's website www.torbay.gov.uk, Torbay Connections Office or call Student Services on 01803 208908 to request a copy.*

Please read these notes before completing the application form.

1. If your child has an Education, Health & Care Plan you should contact Torbay Council's Special Educational Needs and Disabilities Team on 01803 208274 or by emailing ehcp@torbay.gov.uk to discuss your child's learning needs **BEFORE** you complete an application form. If you do not do this, the school may not be able to put in place the correct support for your child.
2. Please complete all sections on the application form. You will need to complete a separate form for each child.
3. You do not have to give reasons for wanting this school but you are welcome to if you would like to.
4. You will need to send proof of residency, e.g. a rental agreement, utility bill or evidence of exchange of contracts where a school is over-subscribed so that the school can ensure that they are using the correct address to assess how your child should be ranked against their admission criteria.
5. You should read the full admission arrangements for your preferred school for details of definitions and for information about how applications will be prioritised. These are available from the school or on Torbay Council's website; www.torbay.gov.uk
6. Only a few schools prioritise children on the basis of exceptional medical or social need. You should check your preferred school admission policy before you tick this box on the application form.
7. If you live outside the European Economic Area and do not have permanent right of residence, please check that your visa permits you to access a state school place. The school will not be able to offer a place until your child is in the UK.
8. For St Cuthbert Mayne School you should also complete a supplementary information form if applying on faith grounds. You can get this from the school or from Torbay Council's website; www.torbay.gov.uk
9. For selective schools, your child will be required to sit a selective test.

Section 1 – about your child

Surname/Family name of child			
Forename(s) of child			
Date of Birth		Sex	
Current address of child			
Future address of child (if moving)			
Date of move to new address			
Is your child in the care of a local authority, adopted after being in care or subject to a Child Arrangements Order or Special Guardianship Order?			
If so, please give details			
Please give names of any siblings living at the same address		Date of birth	
		Date of birth	
		Date of birth	
Are you applying for priority as a member of staff at your preferred school? If so, please give details.			
Does your child have an exceptional medical or social need to attend one of your preferred schools?		If yes, you will need to provide supporting evidence directly to the school as stated in their admission policy.	

Section 2 – about you

Your full name			
Relationship to child			
Do you have parental responsibility for the child?	Yes/No If you do not have parental responsibility, you cannot apply for a school place		
Your address (if different from the child's address)			
Your future address if moving (if different from the child's address)			
Home phone no		Mobile No	
Work phone no		Email	
Are you currently serving in UK armed forces and being posted to the area / a crown servant returning from overseas? If yes, please give details			

Section 3 – Agreement/Declaration

I understand that by completing this form I am expressing a preference for this school but that it does not guarantee a place.

I enclose/attach proof of residency if I am moving to a new address. I confirm that my child is eligible to attend an English publicly funded school.

I confirm that all details given on this application are correct.

Signed _____ Date _____

Electronic submission of this form constitutes confirmation as above.

How the school will use and handle your information

You will need to ask the school for their privacy statement or look on their web site for information.